

BALDWIN COUNTY, ALABAMA
PUBLIC RECORDS ACCESS REQUEST

Availability Statement The Baldwin County Commission (Commission) acknowledges the public records access as provided by Code of Alabama (36-12-40); and further defined under Code of Alabama (41-13-1); however, in order to provide said public records and continue to maintain proper office operation, the Commission stipulates that requests for all public records shall be made in writing and upon receipt of the written request, the Commission further stipulates that the requested documents will be made available to the requester within ten (10) working days of the request, provided that requested records are not covered by known Right to Privacy Limitations or other sensitive document restrictions.

I, _____, request access to the below described public records. I further acknowledge that I have the right to request assistance in the locating of said records, and to have copies made of the same; and that any time spent by county personnel for records location research shall be charged at the hourly pay rate of the employee conducting the research. Any review/research time by the County Attorney shall be charged at the hourly rate of \$225.00. The established cost for copies of records has been set at .25 cents per page for standard copies up to 11 x 17 in size. Certification of documents has been set at \$1.00 per certification. I fully acknowledge and guarantee payment for these services to the Baldwin County Commission.

Print name: _____

Signature: _____ Date: _____

Mailing address: _____

City, State, Zip Code: _____

Contact number: _____ Email: _____

Records requested: _____

FOR OFFICE USE ONLY

Employee/Department receiving and/or completing request:	
Date request fulfilled/method of delivery:	
Research by staff/review by County Attorney hourly rate charged:	
Copies made/postage amount charged:	
Total amount received for research/copies/postage:	